

DOCUMENT RESUME

ED 078 264

AC 014 448

TITLE School Volunteer Program. Progress Report September 15, 1971-June 15, 1972.

INSTITUTION Dade County Public Schools, Miami, Fla.

PUB DATE 72

NOTE 33p.

EDRS PRICE MF-\$0.65 HC-\$3.29

DESCRIPTORS Adults; *Community Programs; *Paraprofessional School Personnel; Program Descriptions; *School Aides; *Teacher Aides; *Volunteers

IDENTIFIERS *Miami Public Schools

ABSTRACT

The School Volunteer Program has made a significant contribution toward enriching and expanding the instructional opportunities available to the Miami public schools' students. During the period from September 15, 1971 to June 15, 1972, 1,237 volunteers contributed 48,358 hours to the students in 35 schools in three districts. The goals of the School Volunteer Program are: (1) to lower the pupil-adult ratio in order to provide more supervision during the day and more individual help to pupils, (2) to assist the teacher in the use of multimedia materials and equipment by having a pool of skilled personnel available, (3) to enrich the existing instructional program by developing a cadre of community resource personnel, (4) to improve communication among members of a multi-ethnic community by having bilingual individuals or groups available to the schools; (5) to help students in vocational programs gain knowledge of the kinds of jobs that are available in South Florida, (6) to increase the accuracy of school records and files by having available additional clerical personnel, (7) to improve the students' health by increasing the variety and extent of health services, and (8) to increase the number and effectiveness of volunteers through a public information and training program. The School Volunteer has worked basically in three areas: recruitment, training, and evaluation. Activities accomplished in these areas are discussed. A form to be used in evaluating a volunteer is provided. Background data of regular school volunteers, total volunteer hours by schools, and volunteer services offered are tabulated. (DB)

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY.

FILMED FROM BEST AVAILABLE COPY

SCHOOL VOLUNTEER PROGRAM

PROGRESS REPORT

SEPTEMBER 15, 1971 — JUNE 15, 1972

DADE COUNTY PUBLIC SCHOOLS

ED 078264

REC 1-4-48

PROGRESS REPORT OF THE SCHOOL VOLUNTEER PROGRAM

For Period Covering

September 15, 1971 - June 15, 1972

TABLE OF CONTENTS

Overview Statement.	.1
Activities Accomplished	.5
Recruitment.	.5
Training	.6
Evaluation	.9
Demographic Profile of Volunteers	12
Summary of Volunteer Hours Contributed.	15
Volunteer Services Offered.	18
Community Involvement	21
Advisory Board.	25
Conclusions and Recommendations	27
Appendix.	29

OVERVIEW STATEMENT

During the 1971-72 school year, the School Volunteer Program expanded to include not only the North Central District, but also the South Central District and the Northeast District. With the assistance of the two District Superintendents and their respective Elementary and Secondary Directors, ten schools were identified in each of the additional two districts. These schools are identified in Table 1.

Even though the implementation of the School Volunteer Program was expanded to include an additional twenty schools, the overall goals (see Table 2) of the program remained the same, as did the staff responsible for achieving these goals. The expansion of the program necessitated the identification of one person in each school to assist the Coordinator of the School Volunteer Program with local school recruitment and training of volunteers.

TABLE 1

SCHOOLS PARTICIPATING IN THE
SCHOOL VOLUNTEER PROGRAM
DURING 1971-72 SCHOOL YEAR

North Central District

Arcola Lake Elementary	836-2820	1037 N. W. 81 Street
Broadmoor Elementary	691-0861	3401 N. W. 83 Street
Edison Park Elementary	758-3685	500 N. W. 67 Street
L. C. Evans Elementary	691-4973	1895 N. W. 75 Street
Hialeah Elementary	888-6709	550 E. 3 Street
Littlr River Elementary	754-7531	514 N. W. 77 Street
Miami Springs Elementary	888-4558	51 Park Street
West Little River Elementary	691-6491	2450 N. W. 84 Street
Charles Drew Junior	633-6057	1801 N. W. 60 Street
Madison Junior	836-2610	3400 N. W. 87 Street
Miami Edison Middle	754-4683	6100 N. W. 2 Avenue
Miami Springs Junior	888-6457	150 S. Royal Poinciana Blvd.
Miami Edison Senior	758-6751	6101 N. W. 2 Avenue
Miami Northwestern Senior	836-0991	7007 N. W. 12 Avenue
Miami Springs Senior	885-3585	751 Dove Avenue

Northeast District

Bay Harbor Elementary	865-7912	1165--94 Street, M.B.
Biscayne Elementary	866-3221	800--77 Street. M.B.
Norland Elementary	624-8539	19340 N. W. 8 Court

North Miami Elementary	947-5516	665 N. E. 145 Street
Sabal Palm Elementary	949-2419	17101 N. E. 7 Avenue
Thomas Jefferson Junior	681-7481	525 N. W. 147 Street
Miami Beach Senior	532-4515	2231 Prairie Avenue, M.B.
Miami Norland Senior	624-1416	800 N. E. 137 Street
North Miami Beach Senior	949-8381	1247 N. E. 167 Street

South Central District

Carver Elementary	443-5286	238 Grand Avenue
Coral Gables Elementary	448-1731	105 Minorca Avenue
Shenandoah Elementary	643-4433	1023 S. W. 21 Avenue
Sunset Elemenetary	661-8527	5120 S. W. 72 Street
West Laboratory School	661-7661	5300 Carillo Street
Brownsville Junior	633-1481	4899 N. W. 24 Avenue
Carver Junior	444-7388	4901 Lincoln Avenue
Ada Merritt Junior	373-7437	660 S. W. 3 Street
Ponce de Leon Junior	661-1611	5801 Augusto Street
Washington Junior	377-2536	1200 N. W. 6 Avenue

TABLE 2

SCHOOL VOLUNTEER PROGRAM GOALS

1. To lower the pupil-adult ratio in order to provide more supervision of children during the day and to provide more individual help to pupils
2. To assist the teacher in the use of multi-media materials and equipment by having available a pool of skilled personnel
3. To enrich the existing instructional program by developing a cadre of community resource personnel
4. To improve communication among members of a multi-ethnic community by having bilingual individuals or groups available to a school
5. To help students in vocational programs gain understanding of the kinds of jobs available in South Florida
6. To increase the accuracy of school records and files by having available additional clerical personnel
7. To improve the health of students by increasing the variety and extent of health services, and
8. To increase the number and effectiveness of volunteers in the schools through a public information and training program.

ACTIVITIES ACCOMPLISHED

To compliment the activities of the local school, the staff of the School Volunteer Program has worked in basically three areas, i.e., recruitment, training and evaluation, to assist in the development of a cohesive county-wide School Volunteer Program. The following pages include a listing of activities accomplished to develop these three aspects of the local educational volunteer effort.

Recruitment Activities:

1. Coordinator interviewed:
Channel 2 - Audrey Finklestein Show
Channel 6 - Afternoon Report
Channel 7 - Morning Report
2. Storefront display windows contributed by Burdines:
Flagler Street Store
Meridian Avenue (Miami Beach) Store
163rd Street Store
3. Bookmarks contributed by IPMA. Placed in University of Miami Library, Dade County Public Schools' Professional Library, Coral Gables Library, and Miami Public Library Sub-stations.
4. Recruitment fliers placed in bags of merchandise by Jordan Marsh and Burdines (see example in Appendix).

5. Multi-media presentations given by the Coordinator to F.T.A. groups, Lions Clubs, Kiwanis Clubs, Women's Clubs, Miami Women's Panhellenic Association, and Beta Sigma Phi Service Sorority.
6. School Volunteer Program featured as lead story in Bel-Tel News mailed to each residence and business having a telephone in the Miami area.
7. Recruitment fliers enclosed in report cards at end of grading period.
8. Thirty second radio spots run by local radio stations.
9. Thirty second television spots shown on Channel 2.
10. School Volunteer Program included as an agency of the United Fund's Volunteer Action Center.
11. Production of a ten minute, color, sound recruitment film (to be completed August 15).
12. Recruitment articles in Eastern Airlines' company paper.
13. Recruitment articles in Miami Herald and community papers in Northeast and South Central Districts.

Training Program:

The training program for the Miami School Volunteer Program is a combination of on-the-job experience and individualized instructional packets designed specifically to train the volunteer in a given task. A unique aspect of the Miami program is that it provides for the simultaneous training of principals who are administering a local School Volunteer Program, teachers who are utilizing the services of a volunteer and the volunteer himself. The instructional packets, or "modules", as they are referred to in the

school setting, which are suggested for each level are shown in Table 3. To develop the structure and content of this training program, the following activities were accomplished during the 1971-72 school year.

1. Eleven training modules written:

General Skills and Knowledge

- a. Administering a School Volunteer Program
- b. Becoming a School Volunteer
- c. Building One-To-One Relationships
- d. Using the Services of a School Volunteer

Specific Skills and Knowledge

- e. Assisting in the Library-Media Center
- f. Assisting in the Classroom
- g. Assisting with Clerical Tasks
- h. Assisting with Physical Education Activities
- i. Helping Students Develop Appropriate Behavior
- j. Tutoring in Reading and Mathematics
- k. Volunteering in Special Education

- 2. Workshops conducted with Volunteer School Representative from three districts to prepare each representative to conduct the training program at the local school level.
- 3. Training program implemented on local school level on a voluntary basis of participation.
- 4. Guidelines established at the request of the Des Moines, Iowa public School system for a cooperative effort between Dade County Public Schools and Des Moines Public Schools for field testing the training materials of the Miami School Volunteer Program.
- 5. Information requested by the following systems in the Miami School Volunteer Training Model:
 - a. Montgomery County Public Schools
 - b. Orange County Public Schools
 - c. Atlanta Public Schools
 - d. Dallas Independent School District
 - e. Knoxville City Schools

SCHOOL VOLUNTEER PROGRAM
Dade County Public Schools

TRAINING COMPONENTS

PRINCIPAL	VOLUNTEER RESOURCE PERSON	TEACHER/STAFF MEMBER	VOLUNTEER
Administering The School Volunteer Program	Administering The School Volunteer Program	Using the Services of a School Volunteer	Becoming a School Volunteer
Building One-To-One Relationships	Building One-To-One Relationships	Building One-To-Ones Relationships	Assisting in the Library
	Using the Services of a School Volunteer (Suggested, but optional)	Helping Students Develop Appropriate Behavior (Suggested, but optional)	Assisting in the Classroom
	Becoming a School Volunteer (Suggested, but optional)		Assisting with Clerical Tasks
			*Assisting with Physical Education Activities
			*Volunteering in Special Education
			Building One-To-One Relationship
			Helping Students Develop Appropriate Behavior
			Tutoring In Reading And Mathematics

* Being developed during fall semester, 1971-72

Evaluation:

Evaluation of the School Volunteer Program has been conducted on the local school level on an informal basis. However, during the second semester of the school year, specific evaluation forms have been developed to measure specific aspects of the program. Examples of the evaluation forms which will be used during the following year are displayed on the following pages.

SCHOOL VOLUNTEER PROGRAM
VOLUNTEER'S EVALUATION

The School Volunteer Program of the Dade County Public Schools wants to use the ideas of its volunteers to change, modify and improve the program. We would sincerely appreciate your taking time to respond to the statements on this sheet so that your opinions and ideas can be included in planning next year's program. Please return the completed form to: School Volunteer Program, 489 East Drive, Miami Springs, Florida 33166, or through the school mail: School Code DDD-5.

Sincerely,

Audrey H. Jackson
(Mrs.) Audrey H. Jackson
School Volunteer Coordinator

NAME (OPTIONAL) _____ DATE _____

AGE (OPTIONAL) _____ SEX: F ___ M ___ LENGTH OF SERVICE AS A VOLUNTEER THIS YEAR _____

NAME OF SCHOOL CENTER WHERE YOU WORKED _____

TYPE OF VOLUNTEER JOB YOU PERFORMED _____

DID YOU PARTICIPATE IN THE SCHOOL VOLUNTEER TRAINING PROGRAM? _____

PLEASE RATE THE FOLLOWING ASPECTS OF THIS PROGRAM BY CIRCILING THE APPROPRIATE NUMBER. IF THE ITEM DOES NOT APPLY TO YOUR SITUATION, PUT AN "X" IN THE BOX LABELED "INAPPROPRIATE".

	1	2	3	4	5	
	Poor				Excellent	
1. Recruitment Procedures Used By School System For Volunteers	1	2	3	4	5	☐ Inappropriate
2. Training Program Provided	1	2	3	4	5	☐
3. Cooperation Of School Volunteer Staff (Coordinator & Secretary)	1	2	3	4	5	☐
4. Cooperation Of Principal	1	2	3	4	5	☐
5. Cooperation Of Volunteer Resource Person	1	2	3	4	5	☐
6. Cooperation Of Teachers	1	2	3	4	5	☐
7. General Reception At The School Center	1	2	3	4	5	☐
8. Planning For Volunteers By The School	1	2	3	4	5	☐
9. Recognition Of What The Volunteer Accomplishes	1	2	3	4	5	☐
10. Procedures Outlined By The School For Volunteers To Follow	1	2	3	4	5	☐
11. General Reception By The Students	1	2	3	4	5	☐
12. Publicity (Dissemination Of Information) On This Program	1	2	3	4	5	☐
13. The Overall Effectiveness Of The Program In Helping The Youth Of Dade County In The Areas Outlined By The Program	1	2	3	4	5	☐
14. Do you intend to participate again next school year as a volunteer? YES _____ NO _____						

ANY FURTHER COMMENTS OR SUGGESTIONS YOU MAY HAVE ARE MOST WELCOME. ADD THEM ON THE REVERSE SIDE OF THIS FORM.

SCHOOL VOLUNTEER PROGRAM
EASTERN AIRLINES' VOLUNTEER EVALUATION

The School Volunteer Program of the Dade County Public Schools sincerely appreciates the time which has been given to the students of our system by the Eastern Volunteers during the past months. We would like to use your ideas to change, modify and improve the existing program. We would appreciate your taking time to respond to the statements on this sheet so that your opinions and ideas can be included in the planning for next year's program. Please return the completed form to: School Volunteer Program, 489 East Drive, Miami Springs, Florida 33166. Thank you in advance for cooperation.

Rudely M. Jackson
(Mrs.) Rudely M. Jackson

NAME (OPTIONAL) _____ DATE _____
AGE (OPTIONAL) _____ SEX: F _____ M _____ LENGTH OF SERVICE AS A VOLUNTEER THIS YEAR _____
NAME OF SCHOOL CENTER WHERE YOU WORKED _____
TYPE OF VOLUNTEER JOB YOU PERFORMED _____
DID YOU PARTICIPATE IN THE SCHOOL VOLUNTEER TRAINING PROGRAM _____

PLEASE RATE THE FOLLOWING ASPECTS OF THIS PROGRAM BY CIRCILING THE APPROPRIATE NUMBER. IF THE ITEM DOES NOT APPLY TO YOUR SITUATION, PUT AN "X" IN THE BOX LABELED "INAPPROPRIATE".

		1	2	3	4	5	Inappropriate
1. Recruitment Procedures Used By Eastern & Dade County Public Schools	Poor						☐
2. Amount And Type Of Orientation Provided By Community School							☐
3. Cooperation Of Community School Director							☐
4. General Reception By The School Staff							☐
5. General Reception By The Students							☐
6. Planning For Volunteer By The Community School Staff							☐
7. Facilities Provided For The Volunteer To Use At The School							☐
8. Explanation Of The Program By The School Volunteer Coordinator							☐
9. Follow-up Provided By Eastern							☐
10. Publicity (Dissemination Of Information) On This Program							☐
11. The Idea Of a Corporate-Public School Effort Using Volunteers To Enrich Education							☐
12. The Overall Effectiveness Of This Program In Helping The Youth Of Dade County In The Areas Outlined By The Program							☐
13. Would you participate again in this program if it continues next school year?	YES _____ NO _____						
14. On the whole, has your experience with this effort been a rewarding one?	YES _____ NO _____						

ANY FURTHER COMMENTS OR SUGGESTIONS YOU MAY HAVE ARE MOST WELCOME. PLEASE ADD THEM ON THE REVERSE SIDE OF THIS FORM.

AVERAGE PARTICIPATION OF VOLUNTEERS
PER WEEK IN THE SCHOOL VOLUNTEER PROGRAM
FROM SEPTEMBER 15, 1971 - JUNE 15, 1972

Type of Volunteer	Commitment/Minimum Requirement	No. of Volunteers	Total Hours Per Week Donated By Groups	Apprx. # Of Students Reached Per Session
12 Regular School Volunteers (Recruited by central School Volunteer Program Staff)	2 hours per week - each week for minimum of one semester	410	820	2050
Regular School Volunteers (Recruited by individual schools)	1 hour per week	300	300	1500
Operation Student Concern (Junior College students from Miami-Dade, North Campus)	4 hours per week	455	1820	455
Community Resource Volunteers (Eastern Airlines Management Personnel)	1 1/2 - 2 hours per week	72	144	360
		1237	* 3084	4365

* Average minimum donation of hours.

BACKGROUND DATA OF REGULAR SCHOOL VOLUNTEERS FOR TOTAL PROGRAM

Categories		Percentage
Female		92%
Male		8%
Education:		
	College	44%
	High School	30%
	Less than High School	6%
	Now in High School	14%
	None	6%
Age Range:		
	16 - 20	22%
	20 - 40	52%
	40 - 60	23%
	Over 60	3%
Occupations:		
	Housewives	51%
	Students	25%
	Business	17%
	None	7%
Language Skills:		
	French	18%
	Spanish	60%
	German	6%
	Greek	3%
	Italian	8%
	Danish	3%
	Yiddish	1%
	Hungarian	1%

BACKGROUND DATA OF REGULAR SCHOOL VOLUNTEERS
BY DISTRICT

Categories		Northeast District	South Central District	North Central District
Female		81%	95%	90%
Male		19%	5%	10%
Education:	College	24%	57%	16%
	High School	26%	24%	62%
	Less than High School	2%	6%	10%
	Now in High School	24%	13%	6%
	None	24%	0%	6%
Age Range:	16 - 20	52%	16%	10%
	20 - 40	28%	57%	60%
	40 - 60	15%	24%	27%
	Over 60	5%	3%	3%
Occupations:	Housewives	37%	55%	58%
	Students	51%	18%	19%
	Business	5%	19%	23%
	None	7%	8%	0%
Language Skills:	French	20%	14%	49%
	Spanish	46%	67%	17%
	German	13%	3%	17%
	Greek	0%	5%	0%
	Italian	7%	8%	0%
	Danish	0%	3%	17%
	Yiddish	7%	0%	0%
	Hungarian	7%	0%	0%

TOTAL VOLUNTEER HOURS FOR 1971 - 1972
(As of May 26, 1972)

Schools	Hours By Schools	Hours By District	Total Hours
<u>NORTH CENTRAL DISTRICT</u>			
Arcola Lake Elementary	100		
Broadmoor Elementary	180		
Edison Park Elementary	113		
L. C. Evans Elementary	50		
Hialeah Elementary	60		
Little River Elementary	0		
Miami Springs Elementary	0		
West Little River Elementary	63		
Madison Junior	72		
Edison Middle	0		
Miami Northwestern Senior	0		
Miami Edison Senior	0		
Miami Springs Junior	0		
Miami Springs Senior	116	766	766
<u>NORTHEAST DISTRICT</u>			
Biscayne Elementary	756		
Norland Elementary	0		
North Miami Elementary	758		
Sabal Palm Elementary	378		
Thomas Jefferson Junior	0		
Miami Beach Senior	1000		
Norland Senior	1728		
North Miami Senior	500		
North Miami Beach Senior	1500	6620	7386

Schools	Hours By Schools	Hours By District	Total Hours
<u>SOUTH CENTRAL DISTRICT</u>			
Carver Elementary	1040		
Coral Gables Elementary	1033		
Shenandoah Elementary	890		
Sunset Elementary	1144		
Brownsville Junior	50		
Carver Junior	50		
Ada Merritt Junior	200		
Ponce de Leon Junior	11172		
Washington Junior	200		
West Laboratory Elementary	432	16211	23597
<u>OPERATION STUDENT CONCERN</u>			
Miami-Dade Junior-North Campus	23142	23142	46739
<u>EASTERN AIRLINES</u>			
Miami Springs Senior	520		
Ponce de Leon Junior	220		
South Miami Junior	460		
Brownsville Junior	40		
Norland Junior	100		
Miami Central Senior	80		
John F. Kennedy Junior	60	1480	48219

Schools	Hours By Schools	Hours By District	Total Hours
<u>SCHOOL VOLUNTEER FILM</u>			
West Laboratory Elementary	9		
Sunset Elementary	9		
Shenandoah Elementary	17		
Miami Springs Senior	38		
Hialeah Elementary	8		
Sabal Palm Elementary	14		
Norland Senior	14		
North Miami Elementary	14		
Norland Junior	8		
South Miami Junior	8	139	48358

VOLUNTEER SERVICES OFFERED	MAJOR DUTIES	CONTRIBUTION
Arts and Crafts Assistant	Assist Art teacher or classroom teacher in developing skills in arts and crafts.	Provides more individual assistance to students in production of projects. Releases teacher from responsibility of preparing all of the materials.
Audio-Visual Assistant	Operates instructional media equipment. Catalogues and prepare materials.	Increases effective use of existing equipment. Provides more individual assistance to student utilizing this equipment in his studies.
Classroom Assistant	Tutor individual children and small groups of children. Assist teacher with nonteaching duties.	Help children develop positive attitude toward school. Provide teacher with more teaching time.
Clerical Assistant	Maintains school records in business education departments. guidance offices, and general school offices.	Release professional personnel to do more diagnosing and prescribing of instruction. Assist clerical staff in maintaining up-to-date and accurate records.
Clinic Assistant	Does simple first-aid activities as outlined in course given by the American Red Cross and as provided for in school policy regulations. Assist a teacher to make materials for classroom health program.	Increases the amount and extent of health-services in a given school.

Language Arts Tutor	Read to small groups of students. Listen to students, read, etc. Direct language arts games with children.	Provides individual assistance to students having difficulty in mastering skills in the language arts.
Library Assistant	Help process books	Provide more time for the librarian to help individual children.
Mathematics Tutor	Assist individual students in practicing math skills.	Provides individual assistance to students who are having difficulty mastering skills in mathematics.
Physical Education Assistant	Assist physical education teacher in preparation of materials for classes. Assist in direction of physical education activities during class periods.	Provides more released time for teacher to diagnose and prescribe instructional activity.
Special Education Assistant	Directs small groups for work in special education classes. Assists teacher in preparation of material for special education classes.	Provides individual assistance to students. Provides more released time for special education to students with learning disabilities.
Story-teller	Read, tell stories, and give book reviews.	Stimulate child's interest in reading.
Supervision Assistant	Supervises students under the direction of professional educators during specified times in the school day.	Provides extended supervision of students during critical periods of the school day, i.e., recess, change of classes,

Supervision Assistant
Continued...

before and after school, etc.

Spanish Translator

Translates communication between school staff and community.

Provides opportunities for school to achieve more effective school-home communication.

Volunteer Resource Person

Contact and report on volunteer in chairman's school.

Keep lines of communication open between school and the Volunteer Office.

Volunteer Interviewers and Staff Aides

Screen, orient, and assign prospective volunteers.

Help process volunteer applications and provide Director more time for developing the program.

Volunteer Recruiters

Speak to groups and organizations on goals of School Volunteer Program.

Recruit volunteers to work in school program.

Community Resource Volunteer

Speaks to classes on subjects requested by teacher

Involve citizens with expertise to share their knowledge with students. Help students apply theoretical knowledge to a practical application.

COMMUNITY INVOLVEMENT

Name of Individual or Organization	Contribution
The Honorable D. Robert Graham Senator, 48th District	Volunteer serves as Chairman of the School Advisory Board
Dr. Bernardo Benes Vice-President Washington Federal Savings and Loan	
The Honorable Gwendolyn S. Cherry State Representative, 96th District	
Mr. Ronald Connelly Dean of Academic Affairs Miami-Dade Junior College	(Serve as Advisors to the School Volunteer Program)
Mrs. Norma Kipnis Miami Beach, Florida	
Mr. Edward Northcutt Regional Director-Civic Affairs Eastern Airlines	
Reverend Don Olson Center for Dialogue	
Mrs. George K. Roller Past Chairman, National Panhellenic Conference	
Dr. Henry King Stanford President, University of Miami	
Dr. Jeff West District Superintendent North Central District	

Dr. Edward L. Whigham
Superintendent of Schools, Dade County Public Schools

Pan American World Airways
National Council of Jewish Women
Girl Scout Council of Tropical Florida, Inc.
Coral Gables Junior Women's Club
Miami Women's Panhellenic Association
League of Women Voters
North Miami Professional Business Women
Cuban Women's Club
Alpha Kappa Alpha Sorority
Kappa Alpha Xi Fraternity

Sends a designated member of group to an Executive Council which meets monthly to plan and implement procedures for recruitment, screening, and training of volunteers.

Note: This council is continually expanded.

Contact Persons

IBM Corporation

Mr. Vern Bue
Mr. Dave Ziska

Releases management level personnel during the work day - five persons at a time - to provide vocational information to both college bound and non-college bound senior high school students.

South Florida Carpenters'
Joint Apprenticeship and
Training Trust Fund

Mr. W. S. Bray,
Director

Provides apprentice carpenters to volunteer in schools to develop woodworking skills.

Mr. Ted Baker
Art Director

Serves as volunteer consultant on graphic presentations for recruitment.

Wickstrom Publishing, Inc.

Miami-Dade Junior College

Dean Ronald Connelly
Mrs. Carrie Meek
Mr. Bruce Firestone

Assists the program in filling personnel needs through involvement of Operation Student Concern and in the development of an official Junior College School Volunteer Course in Continuing Education.

University of Miami	Dr. Henry King Stanford	Assist the program in filling personnel needs.
Gulf Oil Company - Latin America	Miss Shirley DeCastro	Designs the graphic presentation and prints the School Volunteer Handbook.
Girl Scout Council of Tropical Florida, Inc.	Miss Linda Wilson Miss Larilyn Swanson	Serves on the Executive Council and chairs committee on recruitment and screening from the following groups: Senior Citizens, civic and cultural groups, and senior high school clubs.
Knight Newspapers, Inc.	Mr. David Oliver Mrs. Lee Page Miss Jo Werne	Is assisting the program in publicizing the need for volunteers and in the effective dissemination of information to the public.
Lehigh Portland Cement Co.	Mr. Jack McCall	Has fulfilled specific request for materials and volunteers to pour and finish walkways at drug center serving students from Dade County Public Schools.
Young Lawyers Section Dade County Bar Association	Contact Person to be appointed following annual elections in June	Will work with School Volunteer Program to provide Community Resource persons who will present programs dealing with topics in the area of law.
Renuart, Bailey, Cheely Lumber Co.		Provides material for Mr. Bryan Sweeton, blind woodcarver volunteering at Arcola Lake Special Education Center, who teaches woodcarving to partially-sighted students.

WGBS Radio	Mrs. Cile Sauvigne	Has presented program publicizing the School Volunteer Program.
United Fund of Greater Miami	Mr. John Glazer	Assists the program by referring persons to be placed as School Volunteers.
In-Plant Printing Management Assoc.	Miss Shirley DeCastro	Assists by donating the printing and graphic services of 18 corporations in Miami which have an in-plant printing department.

ADVISORY BOARD
SCHOOL VOLUNTEER PROGRAM
DADE COUNTY PUBLIC SCHOOLS

The Honorable D. Robert Graham
Senator, 48th District
14045 N. W. 67 Avenue
Miami Lakes, Florida

Chairman
Advisory Board

Dr. Bernardo Benes
Vice-President
Washington Federal Savings and Loan
1701 Meridian Avenue
Miami Beach, Florida

The Honorable Gwendolyn S. Cherry
State Representative, 96th District
5003 N. W. 17 Avenue
Miami, Florida

Mr. Ronald Connelly
Dean of Academic Affairs
Miami-Dade Junior College
11380 N. W. 27 Avenue
Miami, Florida

Mrs. Norma Kipnis
120 Palm Avenue
Miami Beach, Florida

Mr. Edward Northcutt
Regional Director-Civic Affairs
Eastern Airlines
Miami International Airport
Miami, Florida

Reverend Don Olson
Center for Dialogue
2175 N. W. 26 Street
Miami, Florida

Mrs. George K. Roller
Past Chairman, National Panhellenic Conference
4261 Palm Lane
Bay Point
Miami, Florida

Dr. Henry King Stanford
President, University of Miami
Ashe Memorial Building
Coral Gables, Florida

Dr. Jeff West
District Superintendent
North Central District
Dade County Public Schools
489 East Drive
Miami Springs, Florida

Dr. Edward L. Whigham
Superintendent of Schools
Dade County Public Schools
1410 N. E. Second Avenue
Miami, Florida

SUMMARY, CONCLUSIONS AND RECOMMENDATIONS

Through the support of the Dade County Public Schools' county and district administrations and the guidance provided by an Advisory Board, the School Volunteer Program has been able to make a significant contribution toward enriching and expanding the instructional opportunities available to the students attending Miami's public schools.

During the nine month period from September 15, 1971 until June 15, 1972, 1,237 volunteers contributed 48,358 hours to the students in thirty-five schools of three districts. In that these figures only represent those volunteers who were directly involved with this program they do not reflect the complete involvement of the community in the Dade County Public Schools. Therefore, it is logical to assume that the efforts of this program have only "scratched the surface" of the resources which could be marshalled in support of public education in the Miami area.

Recommendations for the future implementation of the School Volunteer Program are based on (1) verbal and written responses taken from the program's participants (administrators, teachers and volunteers) and (2) conclusions formed by the coordinator after working with the program

since its inception. The recommendations are as follows:

1. Increased emphasis should be placed on using the training program by the local school staff.
2. More structured and intense efforts to disseminate information about the program must be exerted from the county level as well as the local school level.
3. In order to involve equally all aspects of the community, procedures must be developed through which the School Volunteer Program can effectively communicate its purpose to community agencies that represent and influence minority groups, specifically the Community Relations Board, the Greater Miami Coalition, Model City Advisory Board, and any agencies representative of the Cuban community.
4. Consistent and organized efforts should be made at the county and local school level to recognize the contributions made by volunteers.
5. Because of the expansion of the program and the change in funding sources, a position must be taken as to the function of the program with respect to (1) integration of local schools and (2) the local public school budget.
6. All steps necessary should be taken to move toward a strong county-wide School Volunteer Program that can coordinate and channel, without unnecessary duplication, the rich volunteer resources available to the public schools.

APPENDIX



MIAMI'S SCHOOLS NEED YOU

DO YOU HAVE A SPECIAL
SKILL OR TALENT? ARE
YOU WILLING TO SHARE IT?
OR PERHAPS WHAT YOU
HAVE TO GIVE IS TIME AND
AN INTEREST IN YOUTH.
THESE ARE VERY SPECIAL.

IF SO, THEN YOU WILL BE
INTERESTED IN THE SCHOOL
VOLUNTEER PROGRAM, A
NEW ASPECT OF THE DADE
COUNTY PUBLIC SCHOOLS.
THE SCHOOL SYSTEM, IN
TURN, IS INTERESTED
IN YOU.

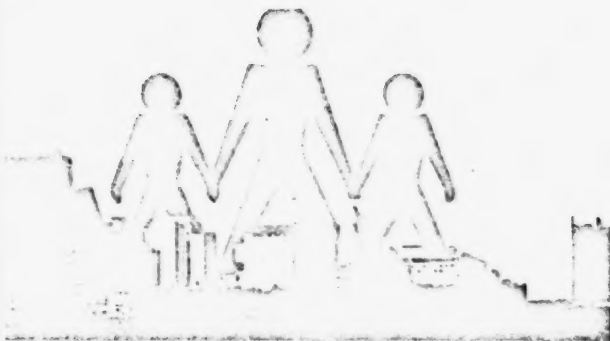
14 DIFFERENT VOLUNTEER
JOBS ARE AVAILABLE IN
SELECTED SCHOOLS IN
CENTRAL MIAMI, MIAMI
SPRINGS, CORAL GABLES
COCONUT GROVE, MIAMI
BEACH, NORTH MIAMI AND
NORLAND.

TRAINING IS PROVIDED IF
YOU ARE INTERESTED IN
CONTRIBUTING A MINIMUM
OF TWO HOURS PER WEEK
ON A REGULAR BASIS FOR
AT LEAST ONE SEMESTER.

CALL OR WRITE

School Volunteer Program
Dade County Public Schools
489 East Drive
Miami Springs, Florida 33166
885-2543

IN-PLANT PRtg. MGT. ASSOC.
SOUTH FLORIDA CHAPTER
South Miami Hospital



MIAMI'S SCHOOLS NEED YOU

Do you have a special skill or talent? Are you willing to share it? Or perhaps what you have to give is time and an interest in youth. These are very special.

If so, then you will be interested in the School Volunteer Program, a new aspect of the Dade County Public Schools. The school system, in turn, is interested in you.

Fourteen different volunteer jobs are available in selected schools in central Miami, Miami Springs, Coral Gables, Coconut Grove, Miami Beach, North Miami and Norland.

Training is provided if you are interested in contributing a minimum of two hours per week on a regular basis for at least one semester.

(See reverse side for further instructions.)

If you are interested in becoming a volunteer, complete this form and mail to:

The School Volunteer Program
489 East Drive
Miami Springs, Florida 33166

Name _____

Address _____

Telephone _____

Printing and Graphics

Donated by

IN-PLANT PRtg. MGT. ASSOC.

South Florida Chapter

ERIC Clearinghouse

JUL 20 1973

on Adult Education